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UNITED STATES MISSION - BOGOTA  
**VACANCY ANNOUNCEMENT**

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No. 054

Job vacancy

May 14, 2009

**OPEN TO:** All Colombian Candidates

**POSITION:** PROGRAM DEVELOPMENT SPECIALIST-MIS  
(0011850G)

**OPENING DATE:** Thursday, May 14, 2009 at 8:00 a.m. Bogotá  
Time

**CLOSING DATE:** Wednesday, June 3, 2009 at 4:00 p.m. Bogotá  
Time

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/PSC-11 Col. Ps. \$83,997,023.00-  
Col. Ps.\$138,595,091.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. cover letter, essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos-Vacante". The form may be requested via e-mail at: [BogotaHRApplcationForm@state.gov](mailto:BogotaHRApplcationForm@state.gov)

**SUBMIT APPLICATION TO:**

American Embassy  
c/o USAID Human Resources Section  
Calle 24 Bis No. 48 - 50  
Bogota, Colombia

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

**PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of Program Development Specialist MIS for the Program Office.

**BASIC FUNCTION OF POSITION**

This position resides in the Program Office of the USAID/Colombia Mission in Bogotá. The primary purpose of this position is to serve as the Mission's point person for information systems management and coordination, data analysis, and information dissemination. The incumbent of the position will be responsible for management and coordination of existing Mission information systems, the Sistema de Información de Gestión Ambiental (SIGA), the Activity Information System (AIS) and other USAID/Colombia information systems identified and/or to be developed for reporting and data analysis. Mission initiatives related to or centered on cross-cutting geospatial information systems (GIS) may also be part of the position's core responsibilities. Other systems, tools, and technologies may be added to the incumbent's portfolio over time.

The incumbent will also be knowledgeable of Mission technical office and partner information systems and systems of key Government of Colombia counterparts. In addition, the incumbent will be knowledgeable of USAID Agency wide information systems such as FACTS (resource request and results reporting), GLAAS (assistance and acquisitions) and Phoenix (financial management), key development-related systems, e.g. those of the World Bank, and systems of other agencies in Colombia, if appropriate. The incumbent will also be knowledgeable of USAID/Colombia program reporting requirements and needs. The position serves as key part of a team of personnel within the Mission that manage program data and other information on behalf of the rest of the organization. The position provides support to all USAID staff. The position requires travel (5% of time) to activity sites to

assess systems requirements, coordinate information systems efforts monitor and evaluate progress, and identify and resolve problems.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **A. Information and Database Management**

1. The incumbent leads efforts to design, develop, implement and manage USAID's information management and database systems (e.g., SIGA and AIS), analyzing information needs and developing systems to meet those needs.
2. The incumbent provides technical guidance; training; and expertise to implementing partners and to Mission staff on issues associated with information systems management, GIS, data quality, and associated data analysis.
3. The incumbent is responsible for preparing technical, policy, and other diagnostic evaluations relating to USAID/Colombia's use of information systems and in identifying and resolving problems in data quality.

#### **B. Project Management and Administration:**

1. The incumbent will perform the function of Cognizant Technical Officer (COTR) or Activity Manager (AM) for any activities in support of the core functions of this position. In addition, the incumbent may be asked to provide additional expertise to other Mission programs on an as-needed basis. The incumbent assists the Program Office Director and Deputy Office Director to manage relevant initiatives.
2. The incumbent establishes and maintains professional relationships with the Government of Colombia (GOC), other donors, partners and non-governmental organizations (NGOs) across a broad array of related specialty areas and representative groups, as required, meeting with representatives of these entities to exchange information, to coordinate efforts, and to prepare documentation.
3. The incumbent compiles and analyzes data from Mission and other systems, drafts and assists with processing program documents such as USAID/Colombia reports and public relations documents; and brings to the attention of the Program Office Director issues of a complex nature requiring his/her decision or referral with recommendations to the Deputy Mission Director or Mission Director.
4. The incumbent develops scopes of work and related documents, and manages a budget associated with his/her COTR or AM responsibilities, including budget preparation, tracking, and analysis. Manages financial

matters related to activities, such as providing administrative approval of vouchers, planning and preparing annual incremental funding amendments, and other financial administrative activities.

5. The incumbent provides assistance to Mission technical program managers and works with other staff, e.g. the Monitoring and Evaluation Specialist, to ensure the integration of monitoring and evaluation and reporting needs and management and information systems, identifying gaps and means to resolve them. Reviews and provides input on data requirements, reporting and analysis in solicitations.
6. The incumbent liaises with the technical teams and other offices to ensure successful coordination and value-added to activity results.
7. The incumbent performs other duties as assigned and as related to project/portfolio implementation.

#### **REQUIRED QUALIFICATIONS:**

**Note: Candidates who do not meet these required qualifications will not be considered.**

a. Education:

A Bachelor's degree in the field of Computer Science, Information Systems Management, Computer Engineering, Program Management, Business, and/or a related subject is required. Strong technical emphasis or specialization (i.e. appropriate certifications) in the areas of database and/or information systems management, program management, and monitoring and evaluation are highly desired. A Master's degree in Business Administration or a related field is desirable.

b. Prior Work Experience:

The incumbent is required to have at least 8 years of progressively responsible experience in the design, development, implementation, management and/or monitoring of information management and/or database systems. The incumbent candidate should have enough experience in similar projects to be able to standardize Mission business processes, to obtain and optimize uses of systems, and to supervise the development of applications (including but not limited interface development, reports, data mining, statistics, interface with other applications, etc). Specific experience in development or managing databases and/or other information management systems (e.g. GIS) related to international development project management, government and international cooperation activities or related work will be highly valued. Experience is required in the collection, organization, monitoring, analysis, and presentation of information in various formats

related to projects. Prior database/information management experience in a position of similar complexity is required.

c. Post Entry Training:

Incumbent will need to take USAID courses need for COTR certification and other appropriate familiarization training in USAID planning and procedures.

d. Language Proficiency:

Fluency in English (Level IV) and Spanish (Level IV); both oral and written is required.

e. Knowledge:

S/he must have a sound, experience-based knowledge of information systems, database management, design, development and monitoring, GIS systems and mapping, and various approaches to database reporting (e.g. web-based, GIS-database based). The incumbent must have knowledge of SQL, .NET, web-based applications, web services and security to resolve problems with systems and/or to supervise programmers or third party companies. The incumbent must be knowledgeable of technical/project implementation, monitoring and evaluation, and project financial oversight. In addition, the incumbent must be able to analyze data from a variety of sources and information systems to identify data gaps and needs.

f. Abilities and Skills:

S/he will have a very high degree of technical, analytical, and quantitative skills. The incumbent must be organized, show initiative and have demonstrated success in database management, including appropriate training and/or certifications in computer database, GIS, and web-based applications. Strong interpersonal and teamwork skills and proven ability to work independently with minimal supervision or guidance are required. The incumbent must have operational and management skills; superior computer skills; multi-tasking skills; and the ability to conceptualize both strategically and programmatically. S/he should have proven ability to communicate quickly, clearly and concisely, both orally and in writing, including preparation of technical and general reports.

**POSITION ELEMENTS**

a. Supervision Received:

The incumbent must demonstrate that h/she must be able to operate independently, with only minimal supervision or guidance given by the Supervisory Program Officer (Program Office Director), the direct supervisor.

b. Available Guidelines:

ADS Sections pertaining to project management, Mission Orders and other established USAID/Bogota administrative procedures and regulations.

c. Exercise of Judgment:

The incumbent must display excellent judgment, along with initiative, persistence and foresight.

d. Authority to Make Commitments:

The incumbent develops scopes of work and related documents, and manages a budget associated with his/her COTR or AM responsibilities, including budget preparation, tracking, and analysis. Manages financial matters related to activities, such as providing administrative approval of vouchers, planning and preparing annual incremental funding amendments, and other financial administrative activities.

e. Nature, Level and Purpose of Contacts:

The incumbent establishes and maintains professional relationships with the Government of Colombia (GOC), other donors, partners and non-governmental organizations (NGOs) across a broad array of related specialty areas and representative groups, as required, meeting with technical and managerial representatives of these entities to exchange information, to coordinate efforts, and to prepare documentation. The incumbent will be interfacing at all levels within USAID and the US Embassy.

f. Supervision Exercised:

None,

g. Time Required to Perform Full Range of Duties:

Six months.

**SELECTION CRITERIA**

**15 points: Interpersonal skills:**

Incumbent must have a very high degree of technical, analytical, and quantitative skills. Must be organized, show initiative and have demonstrated success in database management, including appropriate training and/or certifications in computer database, GIS, and web-based applications. Strong interpersonal and teamwork skills and proven ability to work independently with minimal supervision or guidance are required. Operational and

management skills; superior computer skills; multi-tasking skills; and the ability to conceptualize both strategically and programmatically. Proven ability to communicate quickly, clearly and concisely, both orally and in writing, including preparation of technical and general reports.

**35 points: Work and Organizational Skills:**

Strong technical emphasis or specialization in the areas of database and/or information system management, program management and monitoring and evaluation related to international development project management government and international cooperation activities. Ability to collect, organize, monitoring, analysis and presentation of information various formats related to projects.

**35 points: Technical Knowledge:**

Demonstrated experience in the design, development, implementation, management and/or monitoring of information management and/or database systems. Obtain and optimize uses of systems, and to supervise the development of applications including but not limited interface development, reports, data mining, statistics, interface with other applications, etc.

**15 points: Communication Skills (English & Spanish):**

Demonstrated effective oral and written communication in both English and Spanish. Previous experience in oral and written presentations and program reporting in both languages.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES  
SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY  
WEDNESDAY JUNE 3, 2009 AT 4:00 P.M. BOGOTA TIME**

It is the policy of the Agency for International Development to provide equal opportunity in employment for all *people*; to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation; and to promote the full realization of a diverse workforce and equal employment opportunity through a continuing diversity enhancement program in the Agency.

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